SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 25, 2026

CALL TO ORDER

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

ROLL CALL

Mark Welka, Vice Chairman; Laban Marsh, Secretary; Michael Andrus, Treasurer; Randy Knoll, Assistant Secretary; William C. Steff, P.E., Manager; Andy Larsen, Assistant Project Manager; Solicitor Caitlyn Haener, Marsh Schaaf, LLP; Chad Yurisic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Visitors: None. Absent: Chris Fette, Chairman.

CORRECTION TO THE MINUTES

Solicitor Haener suggested a correction to the minutes of the May 28, 2026, meeting. In the Solicitor's Report under the Bickle Stipulation Agreement Section, after it says: 6% annum, there is a line there that reads "as provided by statute". That statement is inaccurate and should be removed.

05/28/26 MINUTES

> Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the May 28, 2026, Regular Business Meeting, as corrected. Vote 4/0.

TREASURER'S REPORT

> Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0.

EXPENDITURES

> Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0.

RESIDENTS TO BE HEARD

None

SOLICITOR'S REPORT

DELINQUENT ACCOUNTS

Solicitor Haener sent Act 1 Notices on June 9, 2026, to 170 Jefferson Avenue for $317.75 and 2840 Hibach Drive for $316.43. A recertification lien was sent to 125 Marchmont Drive for $2173.22

BICKEL STIPULATION AGREEMENT

Solicitor Haener attended a second Conciliation Conference on June 2, 2026 regarding the Bickel Stipulation Agreement with the Authority. The Agreement has been tentatively approved by the trustee but hasn't been filed for approval from the court.

REGAL - PERSONNEL CHANGES

Solicitor Haener provided comments to Manager Steff regarding Regal. Solicitor Haener also provided comments regarding personnel changes.

HAMOT VILLAGE PHASE 2

Solicitor Haener drafted an Easement Agreement for Hamot Village Estates Phases 2 and also reviewed an exhibit to record an Easement Agreement on the mother parcel for all lots after the subdivision is recorded.

ENGINEER'S REPORT

PAY APPLICATION FOR G&H FAIRFIELD MANHOLE PROJECT

Engineer Yurisic reported that the contractor has started and completed the construction of the Fairfield Avenue Manhole part of the Gartner and Harf Fairfield Manhole Project. Some in-field adjustments needed to be made. Instead of tying into the existing drop on the outside, they directed the contractor to core drill slightly lower on the manhole and install a new inside drop. The site has been restored. The contractor has submitted an Application for Payment for the original part of the work for $36,043.53. The additional inside drop manhole will be in a future pay application. GPI has reviewed the application and recommends payment to the contractor. Manager Steff added that the project went smoothly.

MOTION TO APPROVE – PAY APPLICATION

> Motion by Mr. Marsh, seconded by Mr. Knoll, to approve Payment Application No. 1 for the G&H Fairfield Manhole Project submitted by Showman Excavating in the amount of $36,043.53. Vote 4/0.

ACT 57 TAP FEES

Engineer Yurisic stated that GPI has prepared the Act 57 Tap Fees. It has increased 2.8% - 2.9% from last year. Manager Steff added that he agrees with the adoption of the fees as submitted by GPI.

MOTION TO APPROVE – ACT 57 TAP FEES

> Motion by Mr. Andrus, seconded by Mr. Marsh to adopt the Act 57 Tapping Fees. Vote 4/0.

POTENTIAL PROJECTS

Engineer Yurisic stated that he was directed at the last board meeting to look at some of the Authority's cleanup projects and provide updated estimates. Engineer Yurisic added that first the Authority needs to make sure we have the capacity to accommodate these extensions. The regulatory trigger that requires retention is 25 PA Code, Chapter 94; if you project an overload within the next 5 years then you need to take action to prepare for it. Regarding the Route 97 subsystem, we are not. The current allowable peak is 2500 gallons per minute; we are currently at 2000 gallons per minute. We have 500 gallons in reserve, which equates to about 1000 homes. Manager Steff added that a factory, casino, etc. can impact that. Engineer Yurisic added that the Authority would be informed of any big projects like that, and the Authority has plans and a permit for the retention project. If needed, the project could come together quickly. Manager Steff added that retention on Route 97 is no longer a priority. Engineer Yurisic added that the combination of improvements and reducing I&I has decreased the need for retention on Route 97. Discussion ensued regarding ECGRA.

MOTION FOR LOW PRESSURE ESTIMATES

> Motion by Mr. Knoll, seconded by Mr. Andrus to have GPI get estimates for some low-pressure designs. Vote 3/0.

MANAGER'S REPORT

LARSEN PROMOTION

Manager Steff stated that he met with the Personnel Committee on June 17, 2026, and two job title changes were recommended. Andrew Larsen, currently serving as Assistant Project Manager, was recommended to be promoted to the position of Project Manager. This promotion represents a progression in his role; the employee will maintain his responsibility for managing the Authority's GIS and continue to assume increasing responsibility for project oversight, construction compliance, data management, and coordination with developers, contractors, regulators, and engineers.

MOTION – LARSEN PROMOTION

Motion by Mr. Marsh, seconded by Mr. Knoll, to promote Andrew Larsen to Project Manager. Vote 4/0.

MCCASLIN PROMOTION

Manager Steff recommends promoting Amy McCaslin from Billing Clerk to the position of Billing and Collections Administrator. This promotion reflects the employee's longevity, administration of liens and payment agreements, shut-off processing, cross-training in office records, permitting, payroll and special projects, continuing education in customer relations, proficiency in customer assistance and prompt and error-free billing.

MOTION – MCCASLIN PROMOTION

Motion by Mr. Knoll, seconded by Mr. Marsh, to promote Amy McCaslin to Billing and Collections Administrator. Vote 4/0.

2026-2027 BUDGET

Manager Steff also recommends the adoption of the 2026 – 2027 Budget. Manager Steff handed out the Capital portion of the budget that was not included in the original packet. Manager Steff reviewed the loans the Authority is currently paying on: Summit Township, PennVest, and S.T.I.E.D.A. Manager Steff also reviewed upcoming projects: Millcreek Township Force Main Project and a possible cleanup project. The possibility of a rate increase was discussed for the next budget. Manager Steff added that it would be in the best interest of the Authority to avoid a PennVest loan for any low-pressure projects, because PennVest requires authorities to maintain the individual pump sets until the loan is paid in full. Manager Steff then reviewed the completed projects: Five Points, Rustic Ridge, Treehouse, Ennis, Valley View Generator and Connection Assistance, all in the last 5 years. Manager Steff added that Oliver Road, Gartner and Harf Lift Station Renovations, Speed Check, Cherry Street Extension, and Abington Crest are still ongoing or pending. Mr. Marsh questioned the interest in Abington Crest. Manager Steff stated that the Authority was looking to purchase a small piece of property to expand the parking area around our lift station. Manager Steff added that the current owner was unresponsive. The Authority wanted to acquire the property to improve the safety of personnel accessing the lift station. Discussion ensued. The board directed Solicitor Haener to investigate options for obtaining the property.

MOTION – ABINGTON CREST LAND REQUEST

Motion by Mr. Marsh, seconded by Mr. Welka to authorize Manager Steff to offer Abington Crest $10,000 for a small portion of land adjacent to the Authority's Lift Station. Vote 4/0.

HOLIDAY BONUS INCREASE

Manager Steff added that on the personnel side of the budget, after consulting with the Personnel Committee, he raised the Holiday Bonus from $300.00 to $500.00.

EXECUTIVE SESSION

MOTION – ENTER INTO EXECUTIVE SESSION

Motion by Mr. Marsh, seconded by Mr. Andrus, to enter Executive Session pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act to discuss personnel issues and administrative action. Vote 4/0.

The Board entered executive session at 10:21 a.m.

RETURN TO PUBLIC SESSION

The Board reconvened in public session at 10:36 a.m. No official action was taken during Executive Session.

RETURN TO PUBLIC SESSION

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the 2026-2027 Budget. Vote 4/0.

MOTION – APPROVE 2026-2027 BUDGET

Manager Steff is requesting authorization to approve the 2026-2027 Wage Verification Letter requested by the Authority's auditors. The letter confirms the employee compensation paid during the audit period. The letter is to be signed by the Personnel Committee.

WAGE LETTER

Motion by Mr. Andrus, seconded by Mr. Marsh to approve the 2026-2027 Wage Verification Letter for submission to the Auditors. Vote 4/0.

MOTION – APPROVE WAGE LETTER

Mr. Marsh left the meeting at 11:02 a.m.

NEW BUSINESS

With no further business to come before the Board, Mr. Andrus motioned to adjourn, seconded by Mr. Knoll. Vote 3/0.

MOTION TO ADJOURN

Vice-Chairman Welka adjourned the meeting at 11:05 a.m.

ADJOURNMENT

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor